

SHERIFF'S SERGEANT

DEFINITION:

To assist in the supervision of the activities of an assigned division; and to do other police work of more than average difficulty as required; and performs related work.

DISTINGUISHING CHARACTERISTICS:

This class represents the first level of supervision of sworn staff in the Sheriff's Department. Positions in this class supervise details of Deputy Sheriff's engaged in the department activities within a division on a daily operational basis. The next higher class Lieutenant, assists in the general supervision of a division and has more administrative responsibility.

EXAMPLES OF DUTIES:

Supervises a detail of deputies; takes charge of investigations of difficult and important criminal cases, works alone with a subordinate; acts as a Lieutenant in his/her absence; coordinates and administers training of subordinates; completes studies and reports as directed by superiors; extradites prisoners; receives, reviews and prepares reports, takes statements from complainants, witnesses, and principals; as desk sergeant evaluates requests for police aid and supervises the dispatch of police personnel in response; may perform duties of Crime Prevention Coordinator; takes charge of the detention facility during assigned shift.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Rules and regulation of the Sheriff's Department.
- Supervisory and training techniques.
- Law Enforcement principles and practices.

General Knowledge of:

- State and Federal civil and criminal law and court decisions.
- Local area law enforcement agencies.
- County geographical area.
- The General Management System in principle and in practice.

Skills and Ability to:

- Supervise, train and evaluate Deputy Sheriffs and Cadets.
- Communicate with individuals and groups.
- Provide good public relations.

- Communicate with other law enforcement agencies.

- Complete staff reports.
- Meet firearms qualifications standard as defined by Section 8.7 of the Sheriff's Department Manual of Procedures.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrate possession of the knowledge and skills, listed above. Qualifying experience or education is four (4) years experience as a County of San Diego law enforcement Deputy Sheriff.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of (12) months (Civil Service Rule 4.2.5).